

March 12, 2003

CHAIR
ARLENE SCHAFFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

TO: Local Agency Formation Commission

FROM: Personnel Committee (Commissioners Schaffer, Herzog, & Smith)

VICE CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUBJECT: Recommended Update to LAFCO Salary/Position Schedule

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

The personnel committee is charged with reviewing and making recommendations to the Commission on matters affecting personnel policies.

PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

On January 8, 2003, LAFCO adopted Personnel Policy & Procedure Guidelines, compensation structures, and job descriptions. The policy statement adopted by the Commission requires a review of the job classifications and salary ranges every two years based on the consideration of the following factors:

JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

- Requirements of the organization and availability of individuals with the skill set, knowledge, and experience that match the organization's needs
- Compensation required to enable the organization to attract and retain the candidates with the proper skill set, knowledge, and experience
- Current labor market conditions (supply/demand, geographic trends, etc.)

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

The last assessment of the job classifications and salary ranges was completed and reviewed by the Commission in October 2000. In its current examination of the job classifications and salary ranges, the personnel committee considered the above-referenced factors. There is concern about staff retention and the ability to replace and train employees. Specifically, the committee is concerned with:

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

- Increased competition and demand for experienced LAFCO staff throughout the state given the highly-specialized nature of our directives
- State-mandated workload (i.e., conducting authority proceedings, sphere updates every 5 years, service audits, etc.) related to AB 2328
- Pending loss of two limited-term employees and the redistribution of the current workload over fewer staff members
- An already challenging labor market for experienced public sector analysts and projected vacancies within the County of Orange due to retirements

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

ALTERNATE
THOMAS WILSON
SUPERVISOR
FIFTH DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

March 12, 2003

RE: LAFCO Salary/Position Schedule Update

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It is the intention of LAFCO to provide compensation to its employees based on identified responsibilities, skill levels, performance of responsibilities, educational accomplishments, and current comparable wages for the region.

Proposed 2002-2004 LAFCO Salary Ranges

Attached for your Commission's review are the proposed 2002-2004 salary ranges (see Attachment 1) prepared by LAFCO's human resources consultant, Alcock & McFadden. The survey data and methodology used to develop the salary ranges are summarized in Attachment 2. The proposed ranges, if adopted, will be in effect for a period two years.

Addition of New Job Description/Salary Range – Senior Project Manager

Because of the small size of the LAFCO organization (six full time employees), opportunities for promotion or advancement within the organization are limited. The personnel committee recommends that a new job description and salary range be approved for a "Senior Project Manager" position. Approval of this job description and salary range will provide for the possibility of future promotional opportunity within LAFCO's existing organizational structure. It will not result in the addition of any new staff. The proposed Senior Project Manager salary range is included within the proposed 2002-2004 salary ranges (Attachment 1). The Senior Project Manager job description is included as Attachment 3. If approved, the Senior Project Manager job description will be incorporated into the Commission's Personnel Policies and Procedures Manual.

Deletion of Executive Officer from LAFCO Salary Ranges

LAFCO's Executive Officer serves the Commission through contract. Because of the unique contractual relationship between the Commission and the Executive Officer, compensation for the Executive Officer is best evaluated and determined through the annual review/contract negotiation process. The personnel committee therefore recommends that the Executive Officer salary range be deleted from LAFCO's proposed 2002-2004 salary ranges.

Recommendations

The personnel committee recommends that the Commission:

1. Approve the job description and salary range for a Senior Project Manager position (Attachments 1 and 3).
2. Delete the Executive Officer salary range from the proposed 2002-2004 LAFCO salary ranges.
3. Adopt the proposed 2002-2004 LAFCO salary ranges (Attachment 1).

Attachments:

1. Proposed 2002-2004 Salary Ranges
2. 2/28/03 Letter – Alcock & McFadden – Salary Survey Methodology
3. Senior Project Manager Job Description